
Subject: WIC Advisory Committee (WAC)

Effective Date: January 17, 2006

Revised from: October 1, 2004

Policy: WAC's purpose is to provide the SA with LA and client input and recommendations on proposed new or revised policies and procedures. Questions on implementing policies and procedures should be directed to the SA, rather than to WAC. WAC meets on a quarterly basis with the SA. Agenda items are solicited and published in advance of WAC meetings.

Voting members of WAC shall be a LA representative or the alternate from each of the five WAC regions and two Client Advocates. The following listing identifies each LA within the WAC regions with a listing of the current representatives and alternates.

Non-voting members include SA staff and Client Representatives from each of the five WAC regions, the local agency National WIC Association (NWA) representative and the Kansas Association of Local Health Departments (KALHD) liaison.

Procedure:

1. The SA Nutrition Services Coordinator shall be responsible for holding elections each year.
 - a. In even numbered years the LA representatives and alternates for the Western, South Central and North Central regions will be elected.
 - b. In odd numbered years the LA representatives and alternates for the Southeast and Northeast regions will be elected.
 - c. In even numbered years the LA NWA representative will be elected. Nominations will be solicited from each LA for a LA NWA representative. All nominees need to be employed by a LA who is a dues paying member of NWA.
 - d. Each term for the above mentioned positions will be for two years.
 - e. Nominees will consist of LA staff who have been working with WIC for at least one year.
 - f. Re-election is allowed.
2. The SA Nutrition Services Coordinator will schedule meetings, arrange for the facility, call for agenda items, work with the designated meeting facilitator to prioritize agenda items and time limits, and distribute minutes to the LA.
3. Appropriate staff members from the SA will be in attendance at each WAC meeting. At a minimum, the WIC director or designee and the Nutrition Services Coordinator or designee will attend each WAC meeting. The purpose of this is to allow for adequate discussion of issues raised. Additional SA staff may attend when agenda items warrant.
4. LA Representative responsibilities include the following:
 - a. Convey input and make recommendations to SA regarding proposed WIC policies and procedures.
 - b. Represent and vote according to the consensus for the entire region.
 - c. Attend all meetings or arrange for alternate to attend either in person or by telephone.

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- d. Help in the identification and recruitment of client advocates and Vendor Advisory Group representatives.
 - e. Recruit two client representatives from each region. It is important to remember in the recruitment process to try to select two clients that have experiences in different types of local agencies. This will help WAC to have representation throughout the entire region.
 - f. Contact Client Representatives on appropriate agenda items. Bring those comments to WAC meetings.
 - g. Act as facilitator for assigned WAC meeting. This includes working with the SA to review the agenda, prioritize and set time limits for each agenda item and preside over the meeting.
 - h. Review WAC minutes before distribution to LA.
5. Alternates assume responsibility if the representative is unable to attend a meeting or resigns as a member. Alternates may attend any meeting however only one vote is allowed from each region. Other duties can be shared between the representative and alternate.
 6. Client Advocates positions will be nominated using WAC voting members recommendations. When selecting Client Advocates special care will be taken to assure selection from different size agencies. Two clients will then be selected by WAC and the SA to serve on WAC, attend meetings, be voting members, and provide input on critical issues. The term for these positions will be a minimum of one year. Client Advocates are encouraged to solicit comments from other participants within their service area. The goal of client involvement within WAC is to ensure that clients have a voice in the WIC program.
 7. Client Representatives are selected by the WAC Regional Representatives and Alternates within their region. Two WIC clients will be selected within each region. The term for these positions will be a minimum of one year. Client Representatives are not voting members of WAC.
 8. Client Representatives are encouraged to solicit comments from other clients within their service area. Additional client involvement is provided through the Client Representatives when issues warrant a more broad based input to the WIC program. The Client Representatives also permit input from all five WAC regions. Concerns may be brought to WAC from Client Representatives for consideration at meetings.
 9. The LA NWA Representative participation at WAC meetings is optional unless issues arise that warrant attendance. The LA NWA Representative is not a voting member.
 10. The LA NWA Representative responsibilities include:
 - a. Attendance at the annual NWA meeting is expected. The LA NWA Representative is a voting member of the LA NWA Section. Travel expenses will be reimbursed by the SA according to current state reimbursement policies. Contact the SA WIC Director prior to travel in order to make the necessary arrangements.
 - b. The LA in which the NWA representative is employed will be expected to be a NWA member by paying an annual fee. This is an allowable WIC expense.

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- c. The representative is responsible for disseminating all pertinent information to all LA. SA assistance with copying and mailing is available.
 - d. Attend WAC to report on NWA or LA group topics, as appropriate.
11. The Kansas Association of Local Health Departments (KALHD) will appoint a member to be a liaison between WAC and KALHD. This liaison is not a voting member. The purpose of the liaison is to bring the perspective of the local health department administrators to WAC.
12. LA staff are responsible for contacting their WAC Representative or Alternate in response to information found in I-memos regarding upcoming agenda items. The LA will provide funding from its administrative grant to pay for the WAC member's salary for attending meetings and other related WAC duties.
13. Travel expenses for voting members will be reimbursed by the SA according to current state reimbursement policies. Travel costs can include mileage, lodging, meals and other related expenses. WAC members will be provided specific reimbursement information at the beginning of their terms. Client Advocates will be reimbursed a consultant fee for each meeting or conference call.
14. Coordination will occur between WAC and the Vendor Advisory Group. Membership information will be shared between groups at the beginning of the terms and anytime there is a change in membership. A joint meeting will be held at a minimum of every two years in conjunction with the development of the WIC Approved Food List. Input from both groups will be solicited as the topic warrants.

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	<i>Representatives</i>	<i>Alternates</i>
Western	Nonie Rocha Southwest Kansas WIC	Melanie Cooper Sheridan County Health Dept
South Central	Bev Frizell Barton County Health Dept	Joyce Allen Sedgwick County Health Dept
North Central	Alice Greig Osborne County Health Dept	Jean Detrich Dickinson County Health Dept
Southeast	Mary Ann Parkin Franklin Co. Health Dept	Janine Messersmith Lyon County Health Dept
Northeast	Kay Powell Shawnee County Health Dept	Sue Rhodes Marshall County Health Dept

KALHD Representative: Vacant

LA NWA Representative: Nancy Sanchez
Wyandotte Co. Health Dept.

Client Advocates:	Maria Rubio "Lulu" Emporia, KS	Sheri Conway Osborne, KS
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LA within each region

Western Region consists of: Sherman, Graham, Sheridan, Greeley, Wichita, Scott, Ford, Seward and Southwest Kansas WIC

South Central Region consists of: Barton, Southcentral Kansas Coalition for Public Health, Reno, Sedgwick, Butler, Sumner and Cowley

North Central Region consists of: Osborne, Saline, Marion, Harvey, Geary and Riley

Southeast Region consists of: Lyon, Franklin, Crawford, Cherokee, SEK Multi-county Health Dept, Wilson, Neosho, Greenwood and Chautauqua.

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Northeast Region consists of: Nemaha, Northeast Kansas Multi-County, Doniphan, Jefferson, Leavenworth, Douglas, Wyandotte, Johnson, Miami and Shawnee